



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, DECEMBER 22, 2004
12:00 NOON
HOUSING AUTHORITY HEADQUARTERS
2 CORAL CIRCLE
MONTEREY PARK, CALIFORNIA 91755
(323) 890-7001**

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1. **Call to Order:**

2. **Roll Call:**

Treneatra Farmer, Chair
Henry Porter, Vice Chair
Chris Amegatcher
Severyn Aszkenazy
Philip Dauk
Lynn Caffrey Gabriel
Sharon M.Y. Lowe
Andrew Nguyen

3. **Reading and Approval of the Minutes of the Previous Meetings:**

Regular Meeting of November 17, 2004.

Special Meeting of November 22, 2004.

4. **Report of the Executive Director**

5. **Presentation on the Community Development Commission/UCLA Service Learning Center and the 105th Street and Normandie Community - Bobbette Glover**

6. **Public Comments: The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.**



Regular Agenda

7. **Approve Construction Contract for Dwelling Structure Improvements at the Willowbrook Townhomes (2).**
Recommendation: Recommend approval of a Finding of No Significant Impact on the environment to complete dwelling structure improvements at the Willowbrook Townhomes for families, located at 11718-11740 Willowbrook Avenue, in unincorporated South Los Angeles County. Approve the award of a Construction Contract, in the amount of \$301,600, to C.A.S. General Contractor, and approve related actions to complete improvements at the subject properties. (APPROVE)
8. **Approve Construction Contract for Site and Dwelling Structure Improvements at 107th Street Housing Development (2).**
Recommendation: Recommend approval of a Finding of No Significant Impact on the environment to complete site and dwelling structure improvements at the West 107th Street Housing Development for families, located at 1320 West 107th Street, in unincorporated Los Angeles. Approve the award of a Construction Contract, in the amount of \$650,283, to M.L. Construction, and approve related actions to complete improvements at the subject property. (APPROVE)
9. **Approve Amendment of Memorandum of Understanding with the Regents of the University of California for Cooperative Extension Program (ALL DISTRICTS).**
Recommendation: Recommend approval of amendment of the Memorandum of Understanding between the Housing Authority and the Regents of the University of California, to increase funding by \$28,000 in Housing Authority general funds, to continue and expand the Cooperative Extension Program's training and self-sufficiency programs for County residents. (APPROVE)
10. **Approve Motion by Supervisor Antonovich to Expand Section 8 Program Investigative Services in the City of Palmdale and Adjacent Unincorporated County Areas (5).**
Recommendation: Recommend approval of a Memorandum of Understanding with the City of Palmdale to expand Section 8 Program investigative services in the City and adjacent unincorporated County areas, using \$25,000 from the Fifth Supervisorial District and \$25,000 in City matching funds for one half-time investigator, and approve related actions to decrease program-related criminal activity and other violations among participants. (APPROVE)
11. **Approve Landscape Architecture Services Agreement for Nueva Maravilla Housing Development (1).**
Recommendation: Recommend approval of the award of a two-year Landscape Architecture Services Agreement in the amount of \$218,415 to R. Deutschman & Associates, Inc. (Consultant) to complete analysis and design, prepare plans and

specifications, and perform other related work for landscaping and irrigation replacement at the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue, in unincorporated East Los Angeles. Approve related actions to complete improvements at the subject properties. (APPROVE)

12. Approve Changes to the Housing Authority's Administrative Plan for the Section 8 Program (ALL DISTRICTS).

Recommendation: Recommend approval and authorize the Executive Director to implement program changes to the Housing Authority's Administrative Plan for the Section 8 Program, to realize the cost savings necessary to meet an approximate \$3.7 million reduction in funding from the U.S. Department of Housing and Urban Development. (APPROVE).

13. Nominations and Election of Chair and Vice Chair for 2005.

Recommendation: Elect the Chair and Vice Chair for calendar year 2005, in accordance with Section 4.5 of the Housing Commission Bylaws.

14. Housing Commissioner Comments and Recommendations for Future Agenda Items.

Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, November 17, 2004

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:30 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Chris Amegatcher		X
Severyn Aszkenazy	X	
Philip Dauk		X
Treneatra Farmer	X	
Lynn Caffrey Gabriel	X	
Sharon M.Y. Lowe		X
Andrew Nguyen	X	
Henry Porter, Jr.	X	

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Rebecca Craigo, Director, Assisted Housing Division
Maria Badrakhan, Director, Housing Management
Jim Becker, Manager, Assisted Housing Division
Arlene Black, Manager, Housing Management Division
Carolina Romo, Manager, Housing Management Division
Esther Keosababian, Manager, Housing Management Division
Geoffery Siebens, Manager, Construction Management Division

GUESTS PRESENT:

No guests were in attendance

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Porter, seconded by Commissioner Severyn Aszkenazy, the Minutes of the Regular Meeting of September 22, 2004, were approved.

Agenda Item No. 4 - Report of the Executive Director

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover announced that English and Spanish versions of the "First 5 LA Connect" brochures have been distributed to all public housing sites. This information was distributed at the suggestion of Commissioner Porter, and will help facilitate access to health services for children up to 5 years of age.

On October 20, 2004, the grand opening was held for the Harbor Hills Community Center. Attendees included Supervisor Knabe, Commissioner Dauk, City Council Members and other dignitaries.

The December issue of the "Tenant Talk" newsletter for Section 8 Program participants was included with the agenda package. This issue includes information on how to apply for appointment to the two vacant Tenant Commissioner positions. Information will also be mailed to public housing residents.

In October, the Housing Commissioners were mailed a copy of a memorandum from Carlos Jackson to the Board of Supervisors regarding Megan's Law and recent amendments providing new information access under the Law. HUD regulations prohibit admission to the Section 8 Program and Conventional Public Housing Program of households that include persons subject to the State's sex offender registration program. HUD has not addressed how to deal with sex offenders who may already be receiving housing assistance under the Housing Authority's programs. Staff is conferring with legal counsel and the Sheriff's Department regarding appropriate future actions.

Bobbette Glover announced that elections for the new Chair and Vice Chair would be held at the December meeting, in accordance with the Housing Commission Bylaws.

Agenda Item No. 5 – Quarterly Contract Status Report

Geoffery Siebens gave a brief presentation on pending construction projects.

Agenda Item No. 6 – Cable Television at Nueva Maravilla

Geoffery Siebens reported that the contract for the cable television project at Nueva Maravilla would be completed within the next few weeks. Other future improvements at Nueva Maravilla include a new irrigation system and the opening of a new teen center.

Agenda Items No. 7 – Emergency Evacuation Program

Arlene Back reported that in September and October evacuation drills were conducted for residents at various housing site. The evacuation drills were voluntary and there was not full participation. By the end of January 2005, staff will complete the last evacuation drills for South County.

Agenda Items No. 8 – Public Comments

No members of the public were in attendance

Regular Agenda

On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the Housing Commission approved the following item, as amended to reflect that the meeting of November 23, 2005 has been changed to November 16, 2005.

APPROVE HOUSING COMMISSION 2005 MEETING SCHEDULE
AGENDA ITEM NO. 9

Prior to Approval

Following discussion, the 2005 Meeting Calendar was revised to reflect that the meeting of November 23, 2004 has been changed to November 16, 2005.

On Motion by Commissioner Porter, seconded by Commissioner Aszkenazy and unanimously carried, the following item, as amended to reflect that action will be deferred to spring 2005, was approved by the Housing Commission:

MOTION BY COMMISSIONER PORTER TO IMPLEMENT A WEST NILE VIRUS
AWARENESS CAMPAIGN FOR HOUSING AUTHORITY RESIDENTS TO INFORM
THEM ABOUT THE DANGERS OF THE VIRUS, AND INSTRUCT STAFF TO
INCREASE PREVENTATIVE MEASURES (ALL DISTRICTS)
AGENDA ITEM NO. 10

Prior to Approval

The Housing Commissioners discussed the motion to take proactive steps to inform residents of the West Nile Virus, and to implement closer staff scrutiny of conditions that may contribute to its spread. It was determined that this matter would be continued to the spring, when weather conditions may result in another outbreak of the virus.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Gabriel and unanimously carried, the following was approved by the Housing Commission:

MOTION BY COMMISSIONER ASZKENAZY TO IMPLEMENT A ROOF INSPECTION
SCHEDULE FOR HOUSING AUTHORITY RESIDENTIAL PROPERTIES TO
EVALUATE CONDITIONS AND COMPLETE REPAIRS PRIOR TO THE RAINY
SEASON (ALL DISTRICTS)
AGENDA ITEM NO. 11

On Motion by Commissioner Gabriel, seconded by Commissioner Nguyen and unanimously carried, the following was approved by the Housing Commission:

APPROVE AGREEMENT WITH KPMG LLP FOR FINANCIAL AUDIT SERVICES
(ALL DISTRICTS)
AGENDA ITEM NO. 12

1. Recommend that the Board of Commissioners approve the expenditure of an aggregate of approximately \$307,868 for financial auditing services provided to the Housing Authority under the attached one-year Agreement, with two, one-year extensions, for Financial Audit Services (Agreement) between the Community Development Commission of the County of Los Angeles and KPMG LLP.
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to transfer to the Commission approximately \$307,868 for its share of financial audit services received from KPMG under all three years of the Agreement, if extended, comprised of approximately \$98,217 for the first year of services, \$102,316 for the second year of services and \$107,335 for the third year of services, and to use for this purpose funds included in the Housing Authority's approved Fiscal Year budgets.
3. Recommend that the Board of Commissioners approve the expenditure of additional funds up to \$50,000 for any unforeseen, needed special reviews and authorize the Executive Director of the Housing Authority to transfer to the Commission up to \$50,000 for this purpose, using the same source of funds described above.

Prior to Approval

Commissioner Porter asked for clarification regarding the contract extensions. Bobbette Glover responded that HUD does not permit multi-year contracts, therefore, authority is requested to renew in one-year increments contingent upon continued funding. Commissioner Porter and Commissioner Nguyen requested clarifications on other sections of the contract, which were responded to satisfactorily by Yui Cheng.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**AWARD ONE-YEAR CONTRACTS TO PROVIDE COUNTYWIDE DEMOLITION
SERVICES (ALL DISTRICTS)
AGENDA ITEM NO. 13**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute one-year Contracts for Demolition Services (Contracts), in the form of the attached, and all related documents, with All American Demolition, Inc., and Visions West, for demolition services on a project-by-project, as-needed basis, related to the development and/or rehabilitation of affordable housing, commercial and other facilities throughout the County of Los Angeles, to be effective upon approval as to form by County Counsel and execution by all parties, and to use for this purpose an aggregate amount of \$50,000, to be incorporated into the Housing Authority's approved Fiscal Year 2004-2005 budget, as needed.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year contracts, following approval as to form by County Counsel, to incorporate specific demolition projects, addresses and services and to extend the time of performance for two additional years, in one-year increments, in an aggregate amount of \$57,500 for year two and an aggregate amount of \$66,125 for year three of the Contracts, using funds to be included in the Housing Authority's approved budget through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to increase the aggregate Contract amounts by \$10,000 in the first year, to be incorporated into the Housing Authority's approved Fiscal Year 2004-2005 budget, as needed, and to increase the second and third year aggregate Contract amounts by \$11,500 and \$13,225, respectively, using funds to be included in the Housing Authority's approved budgets through the annual budget process, for unforeseen, needed demolition services.

Prior to Approval

Commissioner Porter recommended that contractors be monitored to ensure that when projects are concluded that street debris is not left behind. Commissioner Aszkenazy asked whether this is the first time that the Commission and Housing Authority have contracted for demolition services on a project-by-project, as-needed basis. Robert Romanowski stated that this is the first time.

The following item was continued to a Special Meeting on November 22, 2004, at 12:00 Noon, to be convened from the Housing Authority's main office and linked to other locations by telephonic means.

**RESOLUTION APPROVING AND AUTHORIZING THE ISSUANCE OF MULTIFAMILY
HOUSING MORTGAGE REVENUE BONDS FOR SAN FERNANDO SENIOR
HOUSING IN THE CITY OF SAN FERNANDO
AGENDA ITEM NO. 14**

1. Recommend that the Board of Commissioners acting in the role of Responsible Agency for San Fernando Senior Housing, a 98-unit affordable senior rental housing development to be located at three sites in the City of San Fernando, identified in Attachment A, certify that the Housing Authority of the County of Los Angeles has independently considered and reached its own conclusions regarding the environmental effects of the project and the Environmental Assessment/Mitigated Negative Declaration (EA/MND) and Mitigation Monitoring and Reporting Program (MMP) adopted by the Board of Supervisors of the County of Los Angeles, as Lead Agency, and determine that the EA/MND and MMP adequately address the environmental impacts of the project, and adopt by reference the County's environmental findings in connection with approval of the project.
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution, as required under Section 34350.5 of the Health and Safety Code of the State of California, authorizing the issuance of Multifamily Housing Mortgage Revenue Bonds by the Housing Authority of the County of Los Angeles, in an amount not exceeding \$6,4000,000, to assist San Fernando Senior Housing, L.P. (the Developer) to finance the site acquisition and construction of San Fernando Senior Housing.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all related documents, following approval as to form by County Counsel, and to take all necessary actions to finance acquisition and construction of San Fernando Senior Housing.

Prior to Approval

Commissioner Aszkenazy announced that he was unable to vote on this matter due to a potential conflict of interest. As a result, those present did not comprise a quorum of members. On motion by Commissioner Porter, seconded by Commissioner Farmer, and unanimously carried, it was determined that a Special Meeting would be held on November 22, 2004 at 12:00 Noon to consider this matter. It was further moved that the meeting be convened from the Housing Authority's main office and linked telephonically to various locations throughout the County where the Housing Commissioners would be available to vote, and that all locations be properly noticed as required by the Ralph M. Brown Act.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Gabriel and unanimously carried, the following was approved by the Housing Commission:

**AWARD ONE-YEAR AGREEMENTS TO PROVIDE COUNTYWIDE ASBESTOS
AND/OR LEAD CONSULTING SERVICES (ALL DISTRICTS)
AGENDA ITEM NO. 15**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute one-year Asbestos and/or Lead Consulting Services Agreements (Agreements) with the 13 firms identified in Attachment A, using the form of the attached Agreement, to provide asbestos and/or lead consulting services on a project-by-project, as-needed basis during commercial and other facilities throughout the County of Los Angeles, to be effective upon execution by all parties, and to use for this purpose \$110,000 to be incorporated into the Housing Authority's approved Fiscal Year 2004-2005 budget, as needed.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Agreements, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments and to increase the total amount of compensation for the second and third years to a maximum aggregate amount of \$137,500 and \$171,875 respectively, using funds to be included in the Housing Authority's approved budget through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to increase the first year of the Agreements by a maximum aggregate of \$27,500, to be incorporated into the Housing Authority's approved Fiscal Year 2004-2005 budget, and to increase the second and third years of the Agreements by a maximum aggregate of \$34,375 and \$42,969, respectively, using funds to be included in the Housing Authority's approved budgets through the annual budget process, for unforeseen costs and projects.

Agenda Item No. 16 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter complemented staff on the Family Self-Sufficiency (FSS) seminar training on "Money Smart". Staff announced that as of December 1, 2004, anyone can receive a free credit report in order to check for identify theft. Commissioner Porter suggested that program participants be made aware of this information through the "Tenant Talk" newsletter.


Bobbette Glover announced that the Housing Commissioners would be receiving a copy of a memo from Carlos Jackson to the Board of Supervisors regarding

recommendations on further changes to the Section 8 Program resulting from federal funding cuts. Ms. Glover also announced that the next Housing Commission agenda would include the new Travel Policy for approval and Ralph M. Brown Act training.

The next scheduled meeting of the Housing Commission will be held at Noon on Wednesday, December 22, 2004 at 10750 Laurel Avenue, City of Whittier, California 90605. Subsequently, the location of the December meeting was changed to **2 Coral Circle, Monterey Park, California 91755.**

On Motion by Commissioner Aszkenazy, the Regular Meeting of November 17, 2004, was adjourned at 1:50 p.m.

Respectfully submitted,


for CARLOS JACKSON
Secretary - Treasurer



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Gloria Molina
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Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE SPECIAL MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Monday, November 22, 2004

The meeting was convened at the Housing Authority Headquarters located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:10 p.m.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Chris Amegatcher		X
Severyn Aszkenazy		X
Philip Dauk	X	
Treneatra Farmer	X	
Lynn Caffrey Gabriel	X	
Sharon M.Y. Lowe	X	
Andrew Nguyen		X
Henry Porter, Jr.	X	

STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Gregg Kawczynski, Manager, Housing Development and Preservation
Matt Lust, Analyst, Office of Executive Management
Alice Moyer, Analyst, Office of Executive Management

GUESTS PRESENT:

No guests were in attendance



SPECIAL AGENDA


On Motion by Commissioner Lowe, seconded by Commissioner Dauk and unanimously carried, the following was approved by the Housing Commission:

**RESOLUTION APPROVING AND AUTHORIZING THE ISSUANCE OF MULTIFAMILY
HOUSING MORTGAGE REVENUE BONDS FOR SAN FERNANDO SENIOR
HOUSING IN THE CITY OF SAN FERNANDO
AGENDA ITEM NO. 14**

1. Recommend that the Board of Commissioners, acting in the role of Responsible Agency for San Fernando Senior Housing, a 98-unit affordable senior rental housing development to be located at three sites in the City of San Fernando, identified in Attachment A, certify that the Housing Authority of the County of Los Angeles has independently considered and reached its own conclusions regarding the environmental effects of the project and the Environmental Assessment/Mitigated Negative Declaration (EA/MND) and Mitigation Monitoring and Reporting Program (MMP) adopted by the Board of Supervisors of the County of Los Angeles, as Lead Agency, and determine that the EA/MND and MMP adequately address the environmental impacts of the project, and adopt by reference the County's environmental findings in connection with approval of the project.
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution, as required under Section 34350.5 of the Health and Safety Code of the State of California, authorizing the issuance of Multifamily Housing Mortgage Revenue Bonds by the Housing Authority of the County of Los Angeles, in an amount not exceeding \$6,400,000, to assist San Fernando Senior Housing, L.P. (the Developer) to finance site acquisition and construction of San Fernando Senior Housing.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all related documents, following approval as to form by County Counsel, and to take all necessary actions to finance acquisition and construction of San Fernando Senior Housing.

On Motion by Commissioner Dauk, the Special Meeting of November 22, 2004 was adjourned at 12:15 p.m.

Respectfully submitted,


CARLOS JACKSON
Secretary -Treasurer

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

December 22, 2004

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director
Assisted Housing Division

SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

FSS Program Update

For the month of October, FSS enrolled 23 new Section 8 Housing Choice Voucher (HCV) participants into the FSS program. Additionally, FSS received 10 new applications from Section 8 HCV participants. The new applications will be processed within the next 60 days.

FSS continued its success in providing supportive services to participants. Last month, FSS awarded two scholarships to FSS participants to assist with their college tuition for Fall 2004. FSS provided bus passes for eight working families to assist them with their job commute. In addition, FSS provided job referrals to five participants. One of these five participants secured employment.

Graduations

This month, six families graduated from FSS. The total number of graduates to date is 128.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt
Commissionreport11.04

REVISED

**Housing Commission
2005 Meeting Schedule
12:00 noon**

<u>Date</u>	<u>Site</u>	<u>Address/ Telephone #</u>	<u>District</u>	<u>Description</u>
January 26	Ujima Village (Community Center)	941 E. 126 Street Los Angeles, CA 90059 (323) 564-2548	2	300 Units of Family/Senior Housing
February 23	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
March 23	Palm Apartments	959 Palm Ave West Hollywood, CA 90069 (323) 653-3090	3	127 Units of Senior Housing
April 27	Orchard Arms	23410-23540 Wiley Canyon Rd. Valencia, CA 91355 (661) 255-5818	5	183 Units of Senior Housing
May 25	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (526) 347-4663 ext.# 8196	N/A	N/A
June 22	Lomita Manor	24925 Walnut Street Lomita, CA 90717 (310) 534-6843	4	78 Units of Senior Housing
July 27	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
August 24	Athens Westmont Business Center	11601 S. Western Ave. Los Angeles, CA 90047 (323) 242-6895	2	Business Technology Center
September 28	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (526) 347-4663 ext.# 8196	N/A	N/A
October 26	Whittier Manor	11527 Slauson Avenue Whittier, CA 90606 (323) 260-2188	1	49 Units of Senior Housing
November 16	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
December 28	West Knoll Apartments	838 West Knoll Drive West Hollywood, CA 90069 (323) 553-3090	3	136 Units of Senior Housing

12/13/04



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Commissioners

Carlos Jackson
Executive Director

December 22, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 917755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR DWELLING STRUCTURE
IMPROVEMENTS AT THE WILLOWBROOK TOWNHOMES (2)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the completion of dwelling structure improvements at the Willowbrook Townhomes, located at 11718-11740 Willowbrook Avenue, in unincorporated South Los Angeles County, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract) in the amount of \$301,600 to C.A.S. General Contractor, to complete dwelling structure improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$301,600 in Section 8 Operating Reserve funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$60,320 for unforeseen project costs, using the same source of funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award a Contract to complete dwelling structure improvements at the Willowbrook Townhomes.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$301,600 in Section 8 Reserve funds allocated by HUD. A 20 percent contingency, in the amount of \$60,320, is also being set aside for unforeseen costs, using Section 8 Reserve funds. The staff estimate to complete the work is \$386,450.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Willowbrook Townhomes are comprised of eight three-bedroom affordable housing units. The Housing Authority wishes to award the attached Contract to C.A.S. General Contractor to complete the following improvements: remodel kitchens and bathrooms, including replacement of cabinetry, plumbing fixtures and shower surrounds and enclosures; replace flooring; paint the interior and exterior of the building; replace windows; and complete other related work. It is anticipated that the entire project will be completed within 150 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, C.A.S. General Contractor will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by C.A.S. General Contractor.

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

CONTRACTING PROCESS:

On August 12, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject properties. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County Web Site. Nineteen bid packages were requested and distributed.

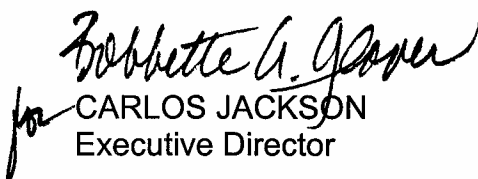
On September 14, 2004, four bids were received and formally opened. The lowest bid, submitted by C.A.S. General Contractor, was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT:

The award of the Contract will upgrade and preserve the sites, and provide residents with properly maintained structures.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

Attachments: 2

CJ:willowbrook twnhms

ATTACHMENT A

Summary of Outreach Activities

Dwelling Structure Rehabilitation at the Willowbrook Townhomes

On August 12, 2004, the following outreach was initiated to identify a contractor to complete dwelling structure rehabilitation at Willowbrook Townhomes, located at 11718–11740 Willowbrook Avenue, Los Angeles, CA.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	WAVE Community Newspapers

An announcement was also posted on the County Web Site.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 19 bid packages were requested and distributed.

C. Pre-Bid Conference and Site Walk

On August 25, 2004, a mandatory pre-bid conference and site walk was conducted. Eleven firms were in attendance.

D. Bid Results

On September 14, 2004, a total of four bids were received and publicly opened. The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
C.A.S. General Contractor*	\$ 301,600
M.L. Construction	\$ 342,500
Torres Construction Corporation*	\$ 426,000
AZ Home	\$ 481,740

*Minority owned firm

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
C.A.S. General Contractor	Minority	Total: 5 4 Minorities 1 Woman 80% minorities 20% women
Ricardo's Carpet (Sub) (Carpet Installer)	Minority	Total: 1 1 minority 0 women 100% minorities 0% women
Pinnacle Distribution (Sub) (Bathtub Surround)	Minority	Total: 15 12 minorities 3 women 80% minorities 20% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
ML Construction	Non-Minority	Total: 18 12 minorities 1 woman 67% minorities 6% women
Torres Construction	Minority	Total: 31 24 minorities 5 women 77% minorities 16% women
AZ Home		Declined to provide information

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

Construction Contract Summary

Project Name: Willowbrook Townhomes Rehabilitation Project
Location: 11718-11740 Willowbrook Avenue, Los Angeles, CA 90069
Bid Number: CM-05-003
Bid Date: September 14, 2004
Contractor: C.A.S. General Contractor

Contract Documents: Part A - Instructions to Bidders and General Conditions; Part B - Specifications and Drawings; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall be commenced within 30 days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within 150 calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **one thousand dollars (\$1,000)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **three hundred one thousand and six hundred dollars (\$301,600)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Contract.

Contract Contingency: \$60,320



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

December 22, 2005

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR SITE AND DWELLING STRUCTURE
IMPROVEMENTS AT THE WEST 107TH STREET FAMILY HOUSING
DEVELOPMENT (2)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the completion of site and dwelling structure improvements at the West 107th Street family housing development, located at 1320 West 107th Street, in unincorporated South Los Angeles, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract in the amount of \$650,283 to M.L. Construction, to complete site and dwelling structure improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$152,300 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2004-2005 Capital budget, and \$497,983 in Capital Fund Program funds to be incorporated into

the approved Fiscal Year 2004-2005 Capital budget, for the purposes described herein.

4. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders in an amount not to exceed \$130,056 for unforeseen project costs, using Capital Fund Program funds; and authorize the Executive Director to incorporate the funds into the Housing Authority's Capital budget, as needed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award a Construction Contract to complete site and dwelling structure improvements at the 107th Street family housing development.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$650,283 in Capital Fund Program funds allocated by HUD. Of this amount, \$152,300 in Capital Fund Program funds is included in the Housing Authority's approved Fiscal Year 2004-2005 Capital budget and \$497,983 will be incorporated into the approved Capital budget. A 20 percent contingency, in the amount of \$130,056, is also being set aside for unforeseen costs, using Capital Fund Program funds to be incorporated into the Housing Authority's approved Capital budget, as needed. The staff estimate to complete the work is \$686,982.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The West 107th Street family housing development consists of a total of 18 family units, comprised of seven four-bedroom, nine three-bedroom, and two two-bedroom public housing units. The Housing Authority wishes to award the attached Construction Contract to M.L. Construction to complete the following improvements in all units: abate asbestos containing acoustical ceilings and vinyl composition tile flooring; replace sub flooring on the second floors; remodel kitchens and bathrooms, including replacement of cabinetry and plumbing fixtures; paint the interior and exterior of the buildings; landscape the site; and complete other related work. It is anticipated that the entire project will be completed within 180 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, M.L. Construction will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and

very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Construction Contract has been approved as to form by County Counsel and executed by M.L. Construction.

ENVIRONMENTAL DOCUMENTATION:

M.L. Construction must comply with all Technical Specifications referenced in the attached Construction Contract, Article 1, Part B, Specifications and Drawings, which sets forth required asbestos abatement measures for the project. Contingent upon full compliance with the Technical Specifications, pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

CONTRACTING PROCESS:

On October 14, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County Web Site. Seven bid packages were requested and distributed.


On November 16, 2004, four bids were received and formally opened. The lowest bid, submitted by M.L. Construction, was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT:

The award of the Contract will upgrade and preserve the sites, and provide residents with properly maintained structures.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

Attachments: 2

CJ:md:final107th Stret

ATTACHMENT A

Summary of Outreach Activities

Site and Dwelling Structure Improvements at 1320 West 107th Street

On October 14, 2004, the following outreach was initiated to identify a contractor to complete site and dwelling structure improvements at 1320 West 107th Street, Los Angeles, CA.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News
Eastern Group Publications
International Daily News
La Opinion

Los Angeles Sentinel
Los Angeles Times
The Daily News
WAVE Community Newspapers

An announcement was also posted on the County Web Site.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

C. Pre-Bid Conference and Site Walk

On November 2, 2004, a mandatory pre-bid conference and site walk was conducted. Seven firms were in attendance.

D. Bid Results

On November 16, 2004, a total of four bids were received and publicly opened. The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
ML Construction	\$650,283.00
Torres Construction*	\$719,999.00
NBM Corporation	\$749,000.00
AZ Home	\$827,555.00

*Minority owned firm

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
M.L. Construction	Non-minority	Total: 17 4 minorities 1 woman 24% minorities 6% women
All County Environmental, Inc. (Sub - Asbestos Abatement)	Non-minority	Total: 32 3 minority 3 women 9% minorities 9% women
NSK Construction (Sub - Plumbing)	Non-minority	Total: 10 5 minorities 1 woman 50% minorities 10% women
5 Star Cabinet (Sub - Cabinets)	Non-minority	Total: 18 16 minorities 1 woman 89% minorities 6% women
V & M Iron Works (Sub - Fencing & Landscaping)	Minority	Total: 29 29 minorities 1 woman 100% minorities 3% women
Nairi Gevorcian (Sub - Electrical)	Non-minority	Total: 7 4 minorities 1 woman 57% minorities 14% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Torres Construction	Minority	Total: 28 28 minorities 3 women 100% minorities 11% women
NBM Corporation	Minority	Total: 14 14 minorities 10 women 100% minorities 71% women
AZ Home, Inc.	Non-minority	Total: 5 1 minority 1 woman 20% minorities 20% women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

Contract Summary

Project Name: W. 107th Street Housing Development Site and Dwelling Structure Improvements
Location: 1320 W. 107th Street, Los Angeles, CA 90001
Bid Number: CM-05-008
Bid Date: October 14, 2004
Contractor: M.L. Construction
Services: Site and Dwelling Structure Improvements to 18 units of family housing

Contract Documents: Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Construction Contract shall be commenced within thirty (30) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred-eighty (180) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **four hundred dollars (\$400)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **six hundred fifty thousand two hundred eighty three dollars (\$650,283)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: \$130,056



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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

December 22, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**AUTHORIZE AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE HOUSING AUTHORITY AND THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA (ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to execute an amendment to increase by \$28,000 the Memorandum of Understanding (MOU) between the Housing Authority and the Regents of the University of California to continue and expand Cooperative Extension program services; and authorize the Executive Director to incorporate \$28,000 in agency general funds into the Housing Authority's approved Fiscal Year 2004-2005 Housing Authority budget.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute future MOUs between the Housing Authority and the Regents of the University of California, consistent with the availability of funds included in the approved Fiscal Year budget and the programmatic requirements of the funding sources.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to future MOUs, to expand the scope of services and increase funding by a maximum of 10 percent above the approved Fiscal Year budgeted amount, for unforeseen program costs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to amend the Fiscal Year 2004-2005 MOU between the Housing Authority and the Regents of the University of California to continue and expand Cooperative Extension program services.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The amendment will increase the MOU amount by \$28,000, from \$460,000 to \$488,000, using agency general funds, to be incorporated in the Housing Authority's approved Fiscal Year 2004-2005 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In 1993, the Board of Supervisors transferred the Cooperative Extension program from the County Department of Community and Senior Services to the Community Development Commission. The Commission was identified as an appropriate new home for the program because of its close link in mission to the program. Currently, the Cooperative Extension's budget resides within the Housing Authority. For the past 11 years, the County and Housing Authority have jointly supported the continuation of Cooperative Extension program services.

On June 1, 2004, the Board approved the Housing Authority's Fiscal Year 2004-2005 budget, which included funding for the MOU. The MOU between the Housing Authority and the Regents of the University of California provides County residents with training on subjects such as horticulture, nutrition and gardening, as well as 4-H youth development programming. The amendment request would increase the MOU budget to continue and expand Cooperative Extension programming County-wide. With the exception of the increased funding, all other terms and conditions of the MOU will remain unchanged.

The MOU is funded with County of Los Angeles and agency general funds. Each year, the MOU budget is approved by your Board during the annual budget process. The authority being requested for the Executive Director to execute future MOUs will enable the Housing Authority to enter into the MOUs based on the approved budgeted amount each year.

Additional authority is being requested to enable the Executive Director to execute amendments to future MOUs to increase the scope of services and funding up to a maximum of 10 percent above the approved Fiscal Year budgeted amount for unforeseen program services and costs.

ENVIRONMENTAL DOCUMENTATION:

The amendment to the MOU between the Housing Authority and the Regents of the University of California is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES:

The actions requested will continue and expand services provided to County residents through the Cooperative Extension program.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:CoopExMOU

Housing Authority - County of Los Angeles

December 22, 2004

TO: Each Housing Commissioner

FROM: Bobbette Glover, Assistant Executive Director

**SUBJECT: MOTION BY SUPERVISOR ANTONOVICH TO FUND SECTION 8
PROGRAM INVESTIGATIVE SERVICES IN PALMDALE**

Attached for your approval is a Motion requested by Supervisor Antonovich authorizing the Housing Authority to enter into a Memorandum of Understanding (MOU) with the City of Palmdale. The MOU will expand investigative services for the Section 8 Program to deter program-related criminal activity and violations within the City and adjacent unincorporated areas of the County.

Under the proposed MOU, the Fifth District will provide \$25,000 and the City will provide \$25,000 for the Housing Authority to retain one half-time investigator for 12 months, working a total of approximately 1,040 hours.

These funds will augment another allocation from the Fifth District and the City of Lancaster to address criminal activity within the Antelope Valley area.

BG:gm:palmdale

Attachment: 1

AGN. NO. _____

JANUARY 4, 2005

MOTION BY SUPERVISOR MICHAEL D. ANTONOVICH

On July 20, 2004, the Board authorized the use of \$50,000 from the Fifth Supervisorial District, to be combined with \$50,000 from the City of Lancaster, to fund one additional investigator for the County Housing Authority's Section 8 Program. The funds were allocated to increase investigations of program violations and criminal activity among program participants within the City of Lancaster and the unincorporated Antelope Valley. The Board also authorized the Executive Director of the Housing Authority to execute the necessary documents to carry out these services.

The Fifth Supervisorial District wishes to provide an additional \$25,000, which will be matched by \$25,000 from the City of Palmdale, to expand the scope of the previously approved services by adding the equivalent of one half-time investigator for the City of Palmdale and the adjacent unincorporated areas. The Palmdale City Council approved funding for this purpose at its meeting of August 23, 2004.

Total funding, in the amount of \$150,000, will enable the Housing Authority to hire the equivalent of one and one-half full-time investigators for 12 months to perform approximately 3,120 hours of services within the above geographic areas.

Approval of funding for the above additional Section 8 Program investigative services is not subject to the provisions of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

I, THEREFORE, MOVE that the Board of Supervisors:

1. Authorize the Executive Director to prepare a Memorandum of Understanding with the City of Palmdale under which the Housing Authority will receive \$25,000 to provide Section 8 Program investigative services within the City of Palmdale and the adjacent unincorporated areas, and to execute all related documents, to be effective following approval as to form by County Counsel and execution by all parties.
2. Authorize the Executive Director to incorporate into the Housing Authority's approved 2004-2005 Fiscal Year budget \$25,000 in general

funds that the County has received from another participating city, for the Fifth Supervisorial District, in exchange for Community Development Block Grant (CDBG) Fifth District funds, and \$25,000 from the City of Palmdale; and to take related actions to fund the equivalent of one half-time investigator to perform an estimated 1,040 hours of services for the Section 8 Program within the City and the adjacent unincorporated areas, over a 12-month period.

3. Authorize the Executive Director to execute a Memorandum of Understanding with the City of Palmdale, and any amendments thereto, and to take any and all actions necessary to implement the services described above, without increasing the amount of funding approved by the Board.
4. Authorize the Executive Director to execute amendments to the Memorandum of Understanding with the City of Lancaster, as necessary to implement the services described above, without increasing the amount of funding approved by the Board.

MOTION

BURKE _____

YAROSLAVSKY _____

KNABE _____

ANTONOVICH _____

MOLINA _____



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of the County of Los Angeles**

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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

December 22, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE LANDSCAPE ARCHITECTURE SERVICES AGREEMENT FOR NUEVA
MARAVILLA HOUSING DEVELOPMENT (1)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve the award of a two-year Landscape Architecture Services Agreement (Agreement) in the amount of \$218,415 to R. Deutschman & Associates, Inc. (Consultant) to complete analysis and design, prepare plans and specifications, and perform other related work for the landscaping and irrigation replacement project for the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue, in unincorporated East Los Angeles; and authorize the Executive Director of the Housing Authority to execute the Agreement and all related documents, to be effective upon execution by all parties, which will not exceed 30 days following the date of Board approval.
2. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$218,415 in Community Development Block Grant (CDBG) Float Loan funds, for the purpose described herein; and authorize the Executive Director to approve Agreement change orders not exceeding \$43,683 for unforeseen project costs, using the same source of funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award an Agreement to complete analysis and design, prepare plans and specifications, and perform other related work for the landscaping and irrigation replacement project for the Nueva Maravilla housing development.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Housing Authority will fund the Agreement with \$218,415 in CDBG Float Loan funds. A 20 percent contingency, in the amount of \$43,683, is also being set aside for unforeseen costs, using the same source of funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On May 11, 2004, the Board approved a CDBG Float Loan between the County of Los Angeles and the Housing Authority to provide funding for site and building improvements at six public housing developments, including the subject property.

The Housing Authority wishes to retain the services of the Consultant to analyze the existing landscaping and irrigation system for 76 buildings at the Nueva Maravilla housing development. The irrigation system presently shows deterioration, requiring the services of a qualified, experienced landscape architect. The Consultant will be responsible for evaluating the existing irrigation system and landscaping and preparing designs, plans, calculations, and specifications for the removal, retrofit and installation of a new irrigation system, and upgraded and updated landscape design.

The Consultant will also be responsible for obtaining all plan check approvals, assisting with the bid phase to identify a contractor to perform the installation of the new landscaping and irrigation systems, and performing construction observation services. It is anticipated that the design phase will be completed in five months and the estimated time for construction will be one year.

Should the Consultant require additional or replacement personnel during the term of the Agreement, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet the minimum qualifications for the open positions. The Consultant will contact the County's GAIN/GROW Division for a list of participants by job category

The Agreement has been approved as to form by County Counsel and executed by R. Deutschman & Associates, Inc.

ENVIRONMENTAL DOCUMENTATION:

Approval of the Landscape Architecture Services Agreement is exempt from the provisions of the National environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1) because it involves design activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

CONTRACTING PROCESS:

On June 3, 2004, the Housing Authority initiated a Request for Statements of Qualifications (RFSQ) to identify a qualified and experienced landscape architecture firm to provide the needed services. Notices of the RFSQ were mailed to 71 landscape architecture firms identified from the Housing Authority's vendor list. Announcements also appeared in eight local newspapers and on the County web site. Twenty RFSQs were requested and distributed.

On July 8, 2004, seven firms submitted Statements of Qualifications (SOQs). A review panel of Housing Authority personnel evaluated and ranked the seven SOQs. The review panel determined that the four top-ranked firms were eligible for interviews: Barrio Planners Incorporated, NUVIS, R. Deutschman & Associates, Inc., and Willdan. On October 5, 2004, Barrio Planners Incorporated, NUVIS, R. Deutschman & Associates, Inc., and Willdan were interviewed. The performance of the firms at the interviews was evaluated by the review panel, which determined that R. Deutschman & Associates is the most qualified firm to provide the necessary services.

R. Deutschman & Associates, Inc. was invited to submit a fee proposal and enter into negotiations with the Housing Authority, resulting in a mutually agreeable fee of \$218,415.

The Summary of Outreach Activities is provided with this letter as Attachment A.

Honorable Housing Commissioners
December 22, 2004
Page 4

IMPACT ON CURRENT PROJECT:

The proposed Agreement will provide for the necessary design services to complete the improvements for the long-term durability of the housing development.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:Maravilla Landscaping

Attachments: 2

Agreement Summary

Project Name: Nueva Maravilla Housing Development New Landscaping and Irrigation project
Location: 4919 Cesar E. Chavez Avenue, unincorporated East Los Angeles
RFSQ Date: June 3, 2004
Consultant: R. Deutschman & Associates, Inc.
Purpose: Complete analysis and design, prepare plans and specifications; and perform other related work for the landscaping and irrigation replacement project for the Nueva Maravilla housing development.

Scope of Work: See Attached Scope of Work

Term: Upon execution, the Agreement shall remain in full force for two (2) years unless sooner terminated or extended in writing.

Performance Review: A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Agreement to evaluate the performance of the Consultant. Based on the assessment of the performance review, written notification will be given to the Consultant whether the agreement will be terminated at the end of the current year or will be continued into the next Agreement year.

Compensation: The Consultant shall be paid as full compensation for the work required, performed, and accepted, inclusive of all costs and expenses, the maximum, not-to-exceed price of **two hundred eighteen thousand four hundred fifteen dollars (\$218,415).**

Agreement Contingency: \$43,683

Scope of Work

Perform all design services related to or required for the performance of this Agreement and as itemized below.

DESIGN THROUGH PLAN CHECK PHASE

- A. Prepare designs, plans, calculations, and specifications for the Nueva Maravilla Housing Development New Landscaping and Irrigation project.
- B. Meet with Owner's representatives to finalize the design scope of work and intent.
- C. Research and review all existing documents, underground utilities maps and data about the site including any available as-built information and Title Report.
- D. Perform field survey to identify locations of surface visible signs of utilities.
- E. Interface with all relevant governmental and other agencies having jurisdiction over this project, and ensure that all of their requirements are addressed in the projects design.
- F. Perform site investigations to identify below or above ground structures, underground improvements, including but not limited to abandoned and active utilities and any other elements or factors that might affect the project.
- G. Prepare and present at least two different conceptual landscape designs.
- H. Present the conceptual designs to multiple audiences which may include Housing Authority staff, the Board of Commissioners and its representatives, residents, community groups, such as the resident council, housing management, and construction management divisions. Schemes shall incorporate environmentally responsible, yet easy to maintain plants, shrubs, and trees that are drought tolerant and, when mature, will provide ample shade.
- I. Refine one of the conceptual designs chosen most popular through consensus of the interest groups identified above and incorporate salient features from both schemes into one design.

Complete design development, construction documents, bidding, and construction administration phases.

- J. Prepare an aerial base map at 40-scale.
- K. Provide a boundary survey of the site. Complete a certified site survey drawn to scale showing existing conditions, which may be based on an interim GIS site survey of above ground structures provided by the Housing Authority.
- L. Complete water load calculations and size new irrigation system appropriately.
- M. Design the new project, drawn to scale, in AutoCAD 14 or a newer version of AutoCAD. Include, at a minimum, demolition plans, grading and drainage plans; planting plan, legend and details; hardscape plan, legend and details; irrigation plan, legend and details; installation and large scale details as needed; calculations for storm water pollution control requirements, filtering requirements and backflow preventers.
- N. Design shall include accessibility improvements required by code.
- O. Design shall include new lighting along newly proposed walkways.
- P. Design the project so that there will be proper drainage and proper interface with existing site features including but not limited to curbs, gutters and driveway aprons; other flat work; new electrical transformer enclosures; and piecemeal irrigation repair and landscaping at administration building, previously completed by others.
- Q. Prepare written recommendations on how to protect and mitigate damage to existing structures and infrastructure while new improvements are constructed.
- R. Produce written specifications in CSI 16-division format that will be compiled with Division 1 specifications to be provided by the Owner's Representative.
- S. Submit ready for competitive bidding, fully approvable, code-compliant, plans and specifications within budget and funding deadlines.

- T. **Plan Check:** Prepare all information and documents necessary for plan check. Submit for the Owner's review and comment and make corrections at each of the following stages of development prior to submittal for plan check:
- a. Conceptual phase.
 - b. Schematic phase.
 - c. Design Development Phase.
 - d. Construction Documents at 50% completion.
 - e. Construction Documents at 100% completion.

Finally, submit for plan check to all authorities having jurisdiction over the projects including but not limited to Building and Safety, Public Works landscape review service, DPW Grading and Drainage Division, and local Regional Planning departments. Prepare all calculations and in-person submittals. Complete all required corrections including those of any subconsultants and coordinate corrections among all disciplines. Prepare and make in-person resubmittals until all authorities having jurisdiction approve all the plans, specifications, and calculations.

- U. **Cost Estimates:** Complete a written cost estimate in an electronic spreadsheet format program so that "what-if" scenarios and value-engineering can, if necessary, be considered throughout the design process. Submit cost estimates in the following format and at the following phases:

- a. **Schematic Design:** Conceptual lump sum cost estimate based on construction methods, improvement type, use, and size, at the conclusion of schematic design.
- b. **Design Development:** Detailed, itemized take-off estimate at the completion of design development.
- c. **Construction Documents:** Updated, detailed itemized take-off estimate at 50% construction documents; and final detailed itemized take-off estimate at 90% complete construction documents phase (plan check submittal).

BIDDING PHASE

- A. Prepare bid package.
- B. Attend pre-bid walk through and answer any questions.
- C. Issue addenda.
- D. Review bids and make recommendations to the Owner.

CONSTRUCTION ADMINISTRATION PHASE

- A. **Change Order Analysis:** Review contractors' change order requests and determine eligibility and reasonableness of items and cost. Counter-sign change orders.
- B. **Inspections:** Conduct inspections and provide approval certifications for the work observed.
- C. **Construction Administration:** Construction administration, including but not limited to the following various sub-tasks:
 - 1. Attend pre-construction conferences, change order negotiation meetings, and weekly or twice-monthly on-site construction progress meetings with Contractors, Owner's Representative, and Construction Management Representative. Provide meeting minutes.
 - 2. Review and comment on all contractors' submittals (response time for each in parentheses) including product data (5 days), shop drawings (5 days), plant materials (2 days), alternates (5 days), requests for information (24 hours), project schedule (5 days), substitutions (5 days), and closeout submittals (5 days).
 - 3. Provide written observation reports of work to help assure good workmanship and compliance with specifications, and all applicable codes, and regulations.
 - 4. Coordinate inspection activities with hazardous material removal consultants, if necessary.
 - 5. Conduct inspections to verify that all phases of Contractor's work comply with project Agreement documents and manufacturer's specifications. Report any defective work to the Owner's Representative.
 - 6. Document, through issuance of regular, periodic reports, construction activities including all noted and corrected deficiencies observed.
 - 7. Verify and co-sign progress payments to ensure Contractor is requesting only appropriate amounts for work-in-place.
 - 8. Engage a soils testing lab to take samples, to check soil composition and make recommendations for amendments to

promote healthy growth in new plant material. Submit a copy of all testing results to Owner's representative.

D. Trouble-shooting: Trouble-shooting and submission of written solutions to resolve construction defects and disputes.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

December 22, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CHANGES TO THE SECTION 8 PROGRAM ADMINISTRATIVE
PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
(ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to implement changes to the Housing Authority's Administrative Plan for the Section 8 Program, which will reduce payments to landlords, modify occupancy standards, suspend admission to the Family Self-Sufficiency program, restrict portability to higher cost areas, modify the method by which tenant income increases are processed and require single-parent households to register with the Los Angeles County Child Support Services Department to obtain child support, as needed, to realize the cost savings necessary to meet an approximate \$3.7 million reduction in funding from the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to implement an additional change to the Housing Authority's Administrative Plan, which will modify the method of determining the utility allowances to Section 8 participants, to further reduce Section 8 costs if the above Administrative Plan changes do not meet the funding reduction from HUD.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

HUD requires that all housing authorities must adopt a written Administrative Plan that establishes local policies for the administration of the Section 8 Program. In addition, any changes to the Administrative Plan must be approved by the Housing Authority's governing body.

On January 30, 2004 the Federal Fiscal Year 2004 Consolidated Appropriations Act was signed into law. The Act, which set the budgets for all federal agencies, including HUD, reduced funding to the Housing Authority's Section 8 Program by approximately \$8 million for the 2003-2004 and 2004-2005 Fiscal Years combined.

Since the reduction in funding, the Housing Authority has been successful in recovering \$5.1 million, comprised of \$3.8 million for Housing Assistance Payments (HAP) and \$1.3 million in operating reserves. This funding reduced the projected shortfall from \$8 million to \$3.7 million. Effective January 1, 2005, HUD is expected to further reduce Section 8 Program funding. The recommended action is needed to meet the reduction in funding.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The changes to the Administrative Plan will allow the Housing Authority to realize the cost savings necessary to meet an approximate \$3.7 million reduction in funding from HUD.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On April 6, 2004 the Board approved the Housing Authority's current Administrative Plan. This plan encompasses the administration of the Section 8 program, including key areas such as maintenance of the waiting list, calculation and issuance of rental assistance, setting rental subsidy standards, inspection of assisted units, termination of assistance, handling of complaints, and the informal hearing process for resolving complaints.

In an effort to answer the expected reduction in Section 8 funding, the Housing Authority is proposing six changes to the current Administrative Plan. The Housing Authority's primary concern is the fiscal stability of the agency, which is critical to preserving the rental assistance program. Also of great concern is minimizing the impact on the families receiving Section 8 assistance and the landlords who voluntarily participate in the program.

First, the Housing Authority is proposing to change the payment standard from 100 percent of the fair market rent (FMR) to 90 percent of the FMR. By reducing the payment standard, the Housing Authority's monthly subsidy on behalf of the tenant is

decreased. The rent to the landlords remains fixed. Because tenants must receive a one-year notice of this proposed change, it will take two years to fully implement. As a result of this change, tenants will be required to pay more of their income toward rent if their contract rents are higher than 90 percent of FMR.

Second, the method by which the Housing Authority determines a tenant's unit size, known as an occupancy standard, will change. Currently, these standards allow one bedroom for the head of household and a bedroom for every two persons thereafter. The occupancy standards will now reflect two persons per bedroom including the head of household. This change will reduce the Housing Authority's monthly HAP and affect families at their next annual reexamination.

Third, the Housing Authority will suspend all new admissions to the Family Self-Sufficiency program. This program promotes the development of local strategies to enable families to achieve economic independence and self-sufficiency. Using HAP funds, an escrow account is established and paid to the family upon completion of their contract of participation. This change will not affect families currently enrolled in the program and the Housing Authority must and will honor current escrow accounts.

Fourth, after the first 12 months in the Section 8 Program, families are permitted to relocate anywhere in the country. When a family exercises this portability option, the receiving housing authority has the option to pay the family's HAP, called "absorbing" the family, or bill the originating housing authority. When a housing authority is billed, the payment comes from the current HUD allocations, even if the family has moved to a higher cost area. The Housing Authority will now restrict portability to higher cost areas, unless the family can be absorbed.

Fifth, tenants are required to submit changes in income at all times. When a change of income results in a decrease, the Housing Authority must conduct an interim reexamination to recalculate and immediately decrease the family's portion of rent. However, when an increase of income is reported, the Housing Authority has the option to conduct an interim reexamination immediately, or at the next annual reexamination. The Housing Authority's current practice is to increase the tenant rent at the time of the annual reexamination. The new practice will be to conduct an interim reexamination at the time that a tenant's income has increased.

Sixth, the Housing Authority provides housing assistance to a large number of single-parent households. Some of these households may not receive any child support for their dependent children from the absent birth parent. The housing subsidy is calculated on a family's reported income, meaning the higher the family's income, the lower the subsidy. The Housing Authority's goal is to have families participating in the Section 8 Program maximize all income to which they are entitled, thereby reducing the financial burden on the Housing Authority. If families are unable to document that they have taken action to obtain child support for their dependent children, from the absent parent,

the Housing Authority will require that the participant register with the Los Angeles County Child Support Services Department to help obtain child support.


If additional cost-saving measures are needed, the Housing Authority will modify the method by which utility allowance costs are determined. Currently, the Housing Authority uses the average rate charged by utility companies to determine its utility allowance cost. Most utility companies offer low-income families a discount rate. The Housing Authority's utility allowance schedule will be revised to incorporate the discount rates offered by utility companies. Prior to implementation, the Housing Authority will conduct a study to assess the current utility discounts and provide information to families on how to apply.

The Housing Authority has scheduled several owner and tenant workshops to discuss the above changes to the Administrative Plan. The workshops will be held at various times and locations to accommodate the needs of both owners and tenants. Additionally, information regarding the recommended changes will be provided in the owner and tenant newsletters.

IMPACT ON CURRENT PROGRAMS:

The proposed changes to the Administrative Plan will allow for the efficient administration of the Section 8 program, in accordance with federal law and HUD requirements. Both tenants and landlords will share the financial impact of the proposed program changes, which are needed due to the reduction in funding from HUD.

Respectfully Submitted,


for CARLOS JACKSON
Executive Director

BG:Admin Plan Changes